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MEMORANDUM FOR: Chief, General Services Office

SUBJECT : Study on Records Center

1. A review of the proposed study on the above subject indicates it is not ready for presentation to the Project Review Committee; specifically, further consideration and study should be given to:

a. Coordination and agreement with the Logistics Office to develop a building which will not only meet the Agency requirements but can also be constructed most economically and is best suited to the terrain that is available at

b. Review of the assumption that records will continue to be created at 20,000 cubic feet a year for the next ten years, on the premise that the Agency's growth may be leveling off and that experience may have its effect on fewer records.

c. Review of the assumption that 40 per cent of the Agency's records will be sent to a records center, on the premise that the operating divisions will stand firm in their present tendency to retain all possible information in their own shop.

d. Whether it is realistic to use ten-year figures to reflect over-all and annual savings (Item 3.g. and Appendix B), on the basis of your assumption that the records center would be filled to capacity in five years and the expansion to give the additional 25,000 square feet of space would cost nearly as much as the proposed initial construction, and this cost is not included.

e. Clarifying and pointing up the study, particularly in regard to the arrangement and sequence of facts bearing on the problem, the elimination of unimportant and unnecessary material, the consolidation of similar facts, the consistent use of the same cost figure for four-drawer filing cabinets throughout the study and in the exhibits, and the saving figures in the text being clear and understandable as well as consistent with the exhibits.

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f. Arrangement of the exhibits or appendices in the same sequence as the text and consistent with the text. For example, Appendix D, while an excellent presentation, is based on an arbitrary cubic-foot figure which has no relation to anything in the text or other exhibits.

2. The study, together with the copies, is attached.

L. K. WHITE

Acting Deputy Director
(Administration)

Attachment:

Memo for C/PRC, fr C/GS,
dtd 28 Jul 53, subj:
"Additional Space for
Records Center."

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